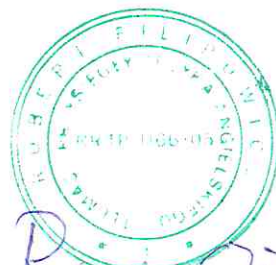


**REGULATIONS
OF FIRST DEGREE, SECOND DEGREE
AND UNIFORM MASTER'S STUDIES
AT THE MEDICAL UNIVERSITY
OF BIALYSTOK**

Bialystok, 2020

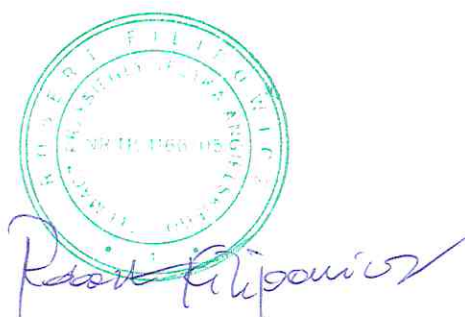


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I. GENERAL PROVISIONS

§ 1

1. These Regulations of Study hereinafter referred to as "the Regulations" define the rights and responsibilities of students attending the First Degree, Second Degree and the uniform Master's studies at the Medical University of Bialystok, in relation to the organization and course of studies. The Regulations have been developed pursuant to Article 75 of the Act of 20 July 2018 - Law on higher education and science, hereinafter referred to as "the Act".
2. These Regulations shall also apply to the students of the Medical University of Bialystok attending study programs conducted in English. The studies are fee-paying, and the amount of the fees shall be determined by the Rector. The students enrolled on the study programs conducted in English are required to complete a preparatory course prior to the beginning of the first year of studies.
3. The Regulations shall be adopted by the University Senate, at least five months before the start of an academic year. The Regulations of study shall enter into force at the beginning of an academic year, with the approval of the Students' Self-Government.
4. A candidate commences their studies and becomes a fully fledged student of the Medical University of Bialystok, hereinafter referred to as the "University", upon taking of a solemn oath. Students receive their student cards. The University provides students with access to the documentation of the course of studies held in an electronic form (the University IT system).
5. The University shall make every effort to provide necessary conditions for people with disabilities to fully participate in the education process.
6. The students are obliged to behave in accordance with the solemn oath, follow the Regulations and other provisions in force at the University.
7. In cases of any infringement of the provisions in force at the University, and in the event of the acts transgressing the dignity of a student, the student shall render themselves liable to the disciplinary action in accordance with the rules set out in the act.
8. The University has applied the System of Providing and Improving the Quality of Education, the operation of which is governed by separate rules.
9. Students' Self-Government bodies are representatives of all students.
10. The Rector is a supervisor and mentor of the students at the Medical University, and the Dean is a supervisor and mentor of the students of a Faculty. The Vice-Rector for Academic Affairs is permanent deputy of the Rector, appointed for the supervision of students.
11. The Rector is the instance of appeal in all matters covered by the Regulations.



II. ORGANIZATION OF STUDIES

Organization of the academic year

§ 2

1. An academic year runs from 1 October to 30 September and it is divided into 2 semesters.
2. Should the beginning of an academic year fall on a Saturday or on a public holiday, as well as in other justified cases, the Rector may choose to begin the academic year at the whole university or at one study course earlier or later.
3. The program of studies for a particular course, level or profile of studies may provide for the beginning of the classes to take place in the second semester of an academic year.

Organization of classes

§ 3

Studies take place according to programs of study enacted in accordance with the procedure laid down in the act.

§ 4

1. A detailed program of studies, including a schedule of classes, shall be posted on the website of each faculty before the beginning of a semester.
2. The framework organization of a year, based on the provisions of the Statute, is determined by the Rector and communicated to all educational departments before the beginning of the academic year.
3. During an academic year the Rector may introduce changes to the framework and suspend classes for a specified period of time.
4. The Rector may establish days or hours free of classes at the university within an academic year.
5. A Dean may establish days or hours free of classes at the faculty, course or year of study within an academic year.
6. Based on a decision of the Rector, as referred to in item 2, a detailed schedule of classes shall be determined.



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7. The arrangements referred to in item 6 should be notified to the students on the faculty website before the beginning of a semester or academic year.

8. All the educational departments are required to establish internal educational regulations based on the provisions set out in the Regulations. The educational regulations of a department shall at least define:

- 1) the manner of conducting classes,
- 2) the opportunities and forms of compensation resulting due to absences,
- 3) the forms of subject-related credits and examinations,
- 4) the conditions for the student's access to their written work, including in particular: tests, mid-term examinations, final and examination works within the time limit specified by the manager of a department or a person designated by them and in the presence of the manager of the department or a person designated by them,
- 5) the manner in which students are to be informed of examination results and credit grades, whereas the information process should be conducted with due respect for rules on the protection of personal data,
- 6) the information on health contraindications for students to participate in classes, if such contraindications occur,
- 7) the information on the requirements regarding personal protective equipment, wearing watches and jewelry and other things, if applicable.

9. The educational regulations of a department and syllabi of the implemented classes are communicated to the students before the beginning of classes by posting these on the department's website or bulletin board.

10. The educational regulations may be changed during an academic year, only after obtaining the opinion of the Year Prefect.

11. A department which conducts classes and students engaged in the class are required to comply with the educational regulations of the department in question.

Fees

§ 5

1. The University may, according to the provisions in force, introduce tuition fees.
2. The University may charge a fee for the education services related to:
 - 1) teaching students of part-time studies,



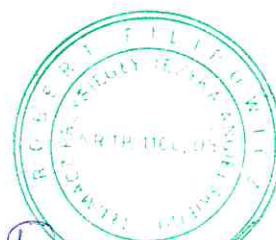
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- 2) repeating courses due to unsatisfactory results in the education process,
 - 3) studies conducted in a foreign language,
 - 4) teaching extracurricular modules, including classes complementing learning outcomes needed to undertake studies at a certain course,
 - 5) educating foreigners at full-time studies in Polish,
 - 6) performing confirmation of learning outcomes,
 - 7) issuing a student ID and duplicates of this document,
 - 8) issuing a copy of a diploma confirming completion of studies and of a diploma supplement in a foreign language, other than those issued as provided for in the Act,
 - 9) issuing university diploma or diploma supplement duplicates,
 - 10) using student dormitories.
3. The amount of the fees at a given course of study shall be determined by the Rector at the request of the Dean, after consulting the Students' Self-Government.
 4. The conditions of payment for the confirmation of the learning outcomes shall be determined in a separate agreement concluded by the University and the Applicant.
 5. Payments for the educational services, mentioned in Item 2.1)-6) shall be made in semester fees.
 6. In duly justified cases, the Dean of a faculty may agree to divide a semester fee into 2 installments.

The Year Tutor, the Year Prefect, the Teachers' Board

§ 6

1. The Dean shall appoint a Year Tutor chosen from among the faculty's university teachers.
2. The Year Tutors take care of all the student matters, they co-work with the Year Prefect and help their students.
3. The Dean may convene the Teachers' Board meeting. The Teachers' Board works with the Dean in coordinating the educational process of a given year of study. The board automatically includes: Dean or Vice-Dean, Year Tutor, managers of educational departments or university teachers authorized by them, as well as the Year Prefect. The Year Tutor acts as President of the Teachers' Board.



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Practical Training

§ 7

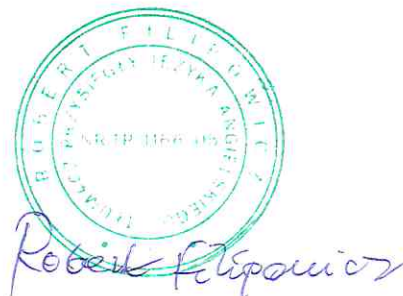
1. A student is required to do their practical training which is an integral part of their studies and should be carried out in accordance with the program of study and the plan of study.
2. Practical training aims at acquiring and improving the practical skills in real working conditions; preparing the student for their independence and responsibility for the tasks entrusted to them and creating favorable conditions for the student's professional activation in the labor market.
3. A student may do their practical training in Poland or abroad, unless separate regulations provide otherwise, under the conditions set out in the programs of study.
4. For the purpose of the proper implementation of practical training, the Dean of the faculty shall appoint tutors of student practical training chosen from among the university teachers.
5. The rules for doing and crediting student practical training shall be consistent with the regulations of the practical training in each of the courses of study.

III. RIGHTS AND OBLIGATIONS OF STUDENTS

§ 8

A student has the right to:

- 1) develop their scientific interests, and to use for this purpose the educational rooms, the equipment and resources of the University and obtain the support of the university teachers and bodies,
- 2) join student associations and participate in the scientific, development and implementation work of the University,
- 3) receive prizes and awards,
- 4) take up the Individual Course of Studies or Individual Organization of Studies in accordance with the principles set out in the Regulations of the individual studies which constitute an appendix to these Regulations,
- 5) join student organizations under the conditions set out in the Act,
- 6) receive benefits in accordance with the principles laid down in the regulations concerning student benefits,



- 7) develop cultural, tourist and sporting interests, as well as to use for this purpose the devices and means of the University and obtain the support of the university teachers and authorities,
- 8) participate in open classes run by other study departments,
- 9) obtain support of the Careers Office, the Office for Ensuring and Improving the Quality of Education and the Office for Persons with Disabilities,
- 10) have their ECTS credits transferred and recognized,
- 11) justify absences from classes, leaves from classes and leaves from classes with the possibility of initiating the verification of the learning outcomes obtained, as specified in the study program,
- 12) transfer to full-time or part-time studies,
- 13) resit examinations before an external board with the participation of an observer indicated by the student
- 14) repeat specific classes due to unsatisfactory learning results
- 15) undergo training in the student's rights and duties.

§ 9

1. The student's obligations include taking full advantage of the possibilities afforded by the University, and behaving in accordance with the solemn oath and the Regulations. The student bears full responsibility resulting from breaching the Regulations.
2. In particular, the student undertakes to:
 - 1) participate, as required, in all forms of the classes resulting from the plan of studies at the course in question,
 - 2) fulfill the learning duties in accordance with the plan, study program and study regulations, including timely obtaining credit grades and taking examinations as well as practical training,
 - 3) comply with the provisions in force at the University, including the Code of Ethics of the Student and the PhD Student,
 - 4) show the employees of the University due respect and follow the rules of a friendly coexistence,
 - 5) act in line with student dignity and preserve the good name of the University,
 - 6) study and apply in practice the ethical principles of their future profession,



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- 7) respect the property of the University,
- 8) pay the fees due for the educational services, the amount of which shall be determined by the Rector,
- 9) submit a statement on non-receiving/receiving of material aid benefits for more than one course,
- 10) submit the thesis to the anti-plagiarism procedures in accordance with the provisions in force at the University (where the given course requires submitting a thesis),
- 11) comply with the personal data protection rules, in particular, keep confidential any personal data acquired during studies, use these only for purposes related to the implementation of studies and protect them against unauthorized access, illegal disclosure, acquisition, loss and destruction
- 12) take care to keep confidential passwords to the university IT systems,
- 13) comply with the copyright and intellectual property rights,
- 14) respect the rule prohibiting one to bring, use or distribute intoxicants within the University,
- 15) immediately notify the Dean's Office at their faculty and the Department of Student Affairs of a new civil status, changing the name, the address and other data affecting the student's situation.
- 16) possess a valid opinion issued by an occupational medicine doctor stating that there are no contraindications for the student to study at a chosen course, and in the case of health contraindications during the course of studies, immediately notify the person conducting the classes of such contraindications,
- 17) have and use during classes an identification card with a photo, with the name and logo of the University, name, surname, Faculty and course name.
- 18) in the case of students elected as members of collegiate bodies (the University Council, the Senate, the Faculty Council) and of the Electoral College and central-tier collegiate bodies (based on documents confirming participation in the meeting) - attend the meetings of such bodies, or of the Electoral College, whereas any student's absence in classes due to attendance at such meetings is considered to be an absence justified without the obligation to attend classes on the same subject at a different time.
- 19) comply with the ban on having or using unauthorized aids, including all electronic devices, accessories for such devices, during examinations, mid-term examinations, tests and other forms of checking knowledge.



3. In all matters dealt with by means of electronic correspondence concerning their studies, the student is obligated to use their University student account within the following domain: student.umb.edu.pl.

§ 10

In the case of infringement of the law or of the obligations referred to in Sections 8 - 9 of the Regulations, the student bears responsibility in accordance with the rules set out in the Act.

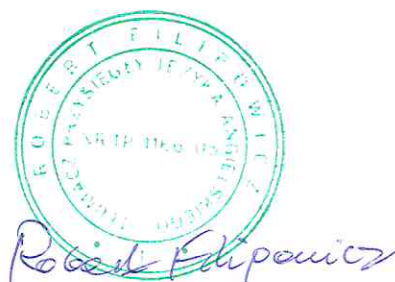
IV. TRANSFERS

§ 11

1. A student of the Medical University of Białystok may transfer to another university with the consent of the Dean of the relevant faculty of the receiving university, provided the student submits a routing slip confirming the lack of any commitments to the University. A person applying for the transfer ceases to be a student of the Medical University of Białystok as of the date of obtaining confirmation of enrollment from the receiving university.
2. A student of another university may transfer to the Medical University of Białystok, provided that they obtain the consent of the Dean of the relevant faculty of the University expressed in a decision, if they have fulfilled all obligations arising from the regulations in force at the university they are leaving. The possibility of transfer from another university exists only within the same course. A decision in this matter is made by the Dean, after reading the documentation of the course of the student's studies and after analyzing the organizational capabilities of the University. Students transferred from another university are required to supplement the curriculum differences.
3. Detailed conditions and rules for a transfer of students from other universities to the Medical University of Białystok shall be determined by the Rector in an ordinance.
4. Apart from the chosen course, a student may study other courses. It is only possible for a student to undertake studies at a different course of study at the University after taking part and fulfilling the conditions of the recruitment required at the time to be accepted on the course.
5. A student may be allowed to transfer to another course of study (change of course) conducted within the faculty or the University in accordance with the following principles:
 - 5.1. A course of study can be changed after completing the given year.
 - 5.2. The student changing a course must meet the current recruitment conditions required for admission to the new course of study.



- 5.3. The student submits an application at the Dean's office to the Dean of the host Faculty to change the course of study.
- 5.4. The Dean's consent to a change of course depends on the real possibilities of increasing the number of students at a given course.
- 5.5. When accepting to admit the student, the Dean determines the differences resulting from the study plan and the educational program, following the learning outcomes obtained by the student.
- 5.6. The convergence of the learning outcomes determined for the current course of study with the learning outcomes determined for the course to which the student be transferred should be at least 60% of the total sum of ECTS credits for a given year at the new course.
- 5.7. A change of course is possible only within the same mode of study.
- 5.8. It is not possible to change a course to a course with the education standards set out in the Regulation of the Ministry of Science and Higher Education.
6. A student studying in English may be transferred to part-time studies carried out in Polish, provided that the student's average grade for the previous two years is not less than 4.5 in each academic year, calculated under the rules specified in Section 14 item 2 and only if the student proves that they have an adequate knowledge of Polish.
7. A student of part-time studies may be transferred to the full-time studies at the parent university based on their average grade for the previous two years not being less than 4.5 in each academic year. The transfer should be carried out within the limits allowed by the Minister of Health or approved by the Senate.
8. A student may change the form of studies and transfer from a full-time to a part-time course if approved by the Dean within the limit granted by the Minister of Health or approved by the Senate.
9. As part of the same course, students of part-time studies who have started recruitment again may apply for transfer to full-time studies within the limits of vacancies for a given year in the relevant course of study at full-time studies at the University. In the case of a number of applying candidates exceeding the limit of places, the average grades obtained in the course of studies previously shall be decisive for successful enrollment. An application along with the document confirming the admission to the first year of studies as a result of the recruitment process should be submitted to the Dean by 30 September.



V. COMPLETION OF A YEAR

ECTS credits

§ 12

The University uses ECTS credits to express the student achievements in the learning process, in accordance with the European Credit Transfer and Accumulation System (ECTS), which consists of the following components:

- 1) credits are assigned to all the subjects included in the study program,
- 2) number of credits assigned to the individual subject reflects the average amount of work required for obtaining the planned learning outcomes, whereby the amount of work includes both the student work in classes at the University, and their individual work at home related to such classes.
- 3) in order to obtain the credits assigned to a subject, the student has to achieve the assumed learning outcomes, confirmed by completing a subject,
- 4) a student has achieved all the learning objectives and outcomes, if they have successfully implemented and completed the subjects covered by the study program,
- 5) the student obtains at least 60 ECTS credits per year,
- 6) credits earned by the student at the transferred courses completed at other universities than the parent one, can be considered instead of the credits resulting from the education programs, if there is a concurrence in the learning outcomes within the frameworks of these subjects at both universities,
- 7) ECTS credits are granted with a decision made by the Dean of the faculty where the education is carried out, after reading the documentation of study at another organizational unit of the parent university or outside the University and after obtaining the opinion of the head of the educational department which conducts education at the University,
- 8) Recognition of ECTS credits acquired outside the University is possible only for transfers from another university.



Conditions for completing classes

§ 13

1. A completion period is one academic year.
2. In order to complete a year, the student has to:
 - 1) obtain credits for all the classes and practical training provided for in the plan of study for the year,
 - 2) obtain at least a satisfactory grade in all the examinations provided for in the plan of study.
3. A student may implement a part of their studies at other universities (both domestic and foreign ones). The Dean makes a decision regarding the conditions of completion of a period of study at other universities than the parent one, taking into account the transfer and acknowledging of classes in accordance with the provisions in force.
4. A student has to complete the academic year no later than on 15 September.
5. In the event of outstanding modules caused by justified short-term absences of the student, the head of the educational department determines whether and how to make up for the absences.
6. Completing the obligatory classes is a confirmation of a proper preparation, presence, and active participation in classes as well as obtaining passing grades/credits for the work covered by these activities.
7. Completion of a subject ending with an examination is granted to a student who has successfully completed classes and received a passing grade during the examination.
8. Completion of a subject not ending with an examination shall be made on the basis of the class completion, by entering the words "credit awarded" (*Polish version: 'zaliczono', abbreviated as 'zal'*) in the University IT system (containing the student's periodic achievement card) and in the protocol. Completing a subject must take place before the start of the examination session.
9. If a student is found to have had or used an unauthorized form of aid, the student's examination is terminated, and the Rector is notified of the above to initiate disciplinary proceedings and, in justified cases, also to notify law enforcement authorities about the suspicion of a crime.
10. Termination of the examination results in an unsatisfactory grade for the student without the possibility of using any subsequent form of getting their grades up (or a resit before an external board).



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11. A student who has used an unauthorized form of aid while sitting a final test for a subject not ending with an exam, does not get credit for this subject (in the student's periodic achievement card and the protocol, one enters the words "credit denied") (*Polish version: 'nza'*).
12. A student who has not successfully completed all the required classes within a subject may not be admitted to the examination session for that subject. The decision on admission to a session in a given subject is taken by the head of the department in which the subject is implemented.
13. If a subject in one semester has a form of a theoretical course and in the second semester a form of a practical course and ends with a credit/examination in each of the parts separately, a student, who has not passed the first part, may not be admitted to the courses in semester two. Such a subject is treated as failed.
14. The head of the educational department or an authorized university teacher teaching classes shall give the credit for the given subject by an entry in the University IT system, (containing the student's periodic achievement card) and in the protocol. The authority, as referred to above, shall be given by head of the educational department, upon a consultation with the Dean, and, if not possible, the Dean of the Faculty in question themselves.
15. Students may be afforded an opportunity to improve their grades for class work, if they submit a request to that effect within 7 days after receiving a grade which they want to improve. The opportunity of improvement does not apply to final tests for class work or final examinations.
16. Pregnant students who cannot participate in the classes for the reasons of health (harmfulness) can complete the subject/s in the following year. The subject shall not be treated as failed, but only postponed to the following year. Upon the student's written request and upon soliciting the opinions of relevant educational department heads, the Dean shall make a decision on postponing the subject/s to the following year.
17. The conditions for completing the classes can be adapted to the needs and capabilities of students with disabilities in order to provide them with equal opportunities for a full implementation of the educational process. Such students may apply for studying under the terms of the IOS - the Regulations of the Individual Studies shall apply accordingly.



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Grade scale

§ 14

1. The following grades shall apply to examinations:

- very well	- 5.0
- more than well	- 4.5
- well	- 4.0
- fairly well	- 3.5
- satisfactorily	- 3.0
- unsatisfactorily	- 2.0
2. In the event of a student resitting the examination to obtain a scholarship granted by the Rector for the best students, the calculation of the average grade should take account of all the final grades obtained in other subjects and the arithmetic mean of the grades obtained in the given examination.
3. Should the university where students have finished the first degree studies (or from which they have transferred) apply a different grade scale than the University, the students' average grade shall be adapted to the scale of grades in force at the University and converted as follows:
 - 1) one must calculate what percentage of the average highest possible grade at the previous university is the student's average grade (to four decimal places).
 - 2) the same percentage should be counted from the highest possible average grade at the University which is the average grade of 5.00,
 - 3) the result of the calculation is the student's average grade as acknowledged by the University,
4. Students who have completed their first degree studies at other universities than the Medical University of Bialystok, for the purpose of calculating their average grade, are required to submit their student record books (if any) and a transcript of records for all the subjects ending with an examination. The documents must be submitted to the Dean's Office until 10 October.
5. In the case of students starting second degree studies and year 6 students of the course of Pharmacy, the average grade, established for the purposes of obtaining the Rector's scholarship for best students, is calculated excluding the grade for their Bachelor's or Master's thesis and their Bachelor's or Master's examinations.



Conditions for passing examinations

§ 15

1. A student has the obligation to sit the examinations on set dates.
2. Students who have successfully completed all the classes set for the subject, may, with the consent of the examiner, take the examination at any time of the academic year, but no later than during the examination session period in which the examination is scheduled.
3. Examination dates shall be determined by the examiner in consultation with the Year Prefect, and communicated to students, at least 4 weeks before the start of the examination session.
4. If a subject ends with an examination, the condition for being admitted to the examination is completing all classes and satisfying all the obligations set out in the department's educational regulations.
5. If the students have not been admitted to an examination due to the non-completion of classes, it means they have lost the right to sit the examination. In such a case, the words "not admitted" are entered in the University IT system (containing the student's periodic achievement card) and in the protocol, which means failing the subject without the right to improve the result.
6. An examination in each subject is taken separately and must be evaluated on a case.
7. The form of the examination and credits shall be determined by the head of the educational department, in which the subject is taught. Any information on the form of an examination and credit shall be notified to students on the notice board, before starting the classes.
8. At each examination a student is required to produce their University ID or a proof of identity with a photo.
9. A student can only have one examination planned per day; on the same day the students may not participate in other forms of checking their education progress (final tests for class work, mid-term examinations). However, this does not concern the resit examinations, also before the external board.
10. The examination may consist of several parts: theoretical and practical ones.
11. In the situation referred to in item 10, the student is required to obtain at least the satisfactory grade of each of the parts. The final grade should be a resultant of all the grades, and the way it is calculated must be included in the department's educational regulations.
12. If a student is found to possess or use illegal forms of aid, the provisions of §13 Items 9-11 shall apply.



13. Non-appearance at an examination on the set date without a justification document leads to award of the unsatisfactory grade and shall result in the loss of the right to re-sit the examination. A justification document should be submitted to the examiner at the latest on the date of the examination, and in exceptional cases within 7 days after the due date of the examination. A justification document may be a medical certificate, or a statement of a random event certified by the Dean.
14. Should non-appearance at the examination be recognized as justified, the examiner shall set a new examination date. This examination shall be treated as sat in due time.
15. Neither examination dates, as referred to in item 13, nor the dates of re-sits may be set to take place after the end of the re-sit session, i.e. after 15 September.
16. The examiner shall enter the grade for the examination in the University IT system (containing the student's periodic achievement card) and in the protocol.
17. It is not possible to extend the deadlines for examination session admissions or to extend the examination sessions.

§ 16

1. Should a student be awarded the unsatisfactory grade for the examination, they shall be entitled to up to two re-sit examinations for every failed subject.
2. The re-sit examinations must be taken by the dates referred to in Section 4 item 6 hereof.
3. Non-appearance at the first re-sit examination without a justification leads to the unsatisfactory grade and shall result in the loss of the right to an examination on the second date. A justification document should be submitted to the examiner no later than on the date of the examination, and in exceptional cases within 3 days after the examination date, but not later than on 15 September. A justification document may be a medical certificate, or a statement of random event certified by the Dean.
4. Non-appearance at the second re-sit examination leads to award of the unsatisfactory grade.

§ 17

1. On a written request of a student undermining the objectivity of the examiner, submitted within 3 days from the date of announcing the failing grade in the second re-sit examination, the Dean may set a re-sit examination before the external board which should be held within a period not



exceeding 7 days from the date of notification of the results, but no later than on 15 September. The examination procedure shall be determined by the Dean.

2. The re-sit examination before the external board shall take place before a Board composed of the Dean or the Vice-Dean, as President of the Commission, an examiner designated by the Dean, another specialist in the field of the subject regarding the examination or related specialization and the Year Tutor. It has a form of an oral examination, with possible written explanations (models, reactions, drawings). In the event of equal number of votes, the President shall have the casting vote.
3. On a request of the student taking a re-sit examination, an observer they indicate may be member of the examination board, yet without the right to vote.
4. The grade received for the re-sit examination before the external board is final.

Expulsion from the University, conditional pass, year repetition

§ 18

1. A student shall be expelled from the University in the case of:
 - 1) their failure to take up the studies,
 - 2) their resignation from studies,
 - 3) being punished as part of disciplinary proceedings with an expulsion from the University,
 - 4) their failure to hand in a thesis or take the thesis examination.
2. The Dean announces the candidate has failed to take up studies if they received the decision about being admitted and did not report to the Dean's Office in order to sign the text of the solemn oath (or refused to sign it) within 14 days or did not attend classes within a period of 14 days from the start of the academic year.
3. As a result of submitting the statement of resignation, the student resigns from the studies. The statement should be made in writing. The resignation date is the day of submitting the written statement to the relevant Dean's Office. A student's transfer to another university is tantamount to resignation from studies.
4. The managers of the educational departments are required to inform the Dean's Office about those students who do not take up the studies.

§ 19

1. A student may be expelled in the following cases:
 - 1) finding that the student has not been attending compulsory classes,



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- 2) finding that the student demonstrates no progress in the learning process,
 - 3) failure to complete a semester or year within the specified period,
 - 4) non-payment of the study fees.
2. As non-attendance in compulsory classes one shall consider a student's unjustified absence in classes exceeding 14 days.
 3. Heads of educational departments are obliged to immediately inform the Dean's office about students who have not attended classes for more than 14 days.
 4. As no progress in the learning process one shall consider in particular:
 - a) non-completion of classes,
 - b) non-completion of practical training,
 - c) failing an examination
 - d) non-completion of a year,
 - e) circumstances resulting in repeating the year in the case of Year One students.
 5. No progress in learning process and non-completion of a semester or year within the specified time period shall result in:
 - 1) conditionally allowing the student to take up the next year of study if the student failed to complete not more than two subjects, including the non-completion of practical training - at the written request of the student, with the proviso that in the absence of organizational possibilities to arrange a study schedule, the Dean may deny the student taking up study conditionally; in such a case, the student repeats the year; if the student's application is approved, the student provides the Dean's Office with a schedule for the implementation of the repeated classes, confirming the technical possibility of completing the failed subject, and submitting a declaration of acceptance of the above-mentioned plan; no declaration means non-acceptance, and thus the student repeats the year.
 - 2) repeating the year, if the student has not completed more than two subjects - at the written request of the student (not applicable to Year One students)
 - 3) expelling the student from the University.
 - a) in the case of non-completion of a year for the second time,
 - b) in the event when it is not possible to repeat the year once again or there are no grounds for that.



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6. It is impossible to repeat year one of studies.
7. Non-progress in the learning process is stated by the Dean in writing on the basis of the data contained in the University IT system (including in the student's periodic achievement card) and in protocols of credits and examinations given.
8. The Dean's decision about expelling a student may be appealed against to the Rector, whose decision shall be final.
9. A student who does not complete the subjects in a given year shall be required to complete them no later than in the subsequent academic year of their education. In the case of failure to pass conditional subjects, the student may not apply for repeating the year.
10. A student may be allowed to repeat one year but not more than once in the period of study, unless the cause of a repeated failure to complete was a long-term illness. Repeating a year due to a long-term illness is possible, but not more than once in the period of study.
11. In the case of doubts whether to grant a permission to repeat a year due to a long-term illness or not, the Dean may appoint a committee composed of physicians teaching at the University and seek their opinions.
12. A student who repeats a subject (being conditionally admitted or repeating the year) is required to attend and complete all the forms of such a subject.
13. Students who repeat a year of study do not need to get credits in the subjects in which they have received any of the passing grades.

Conditions and mode of highly talented school students' participation in the activities provided for in the course of study

§ 20

1. Highly talented school students may participate in classes covered by the courses of study at the University on the courses compatible with their talents.
2. The right to participate in the class for a talented school student is given on the basis of the Dean's decision on request of the principal of a school which the student attends; the Dean shall decide about it after having consulted the head of department conducting classes which the student would attend.



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3. If a school student has received a permission to participate in university classes, the relevant Dean shall determine the type of class, in which the school student has the right to participate and the rules for crediting such classes.
4. A school student permitted to participate in the class is required to comply with the rules of the department where classes are to take place, the health and safety rules and firefighting regulations and is also required to respect the University property.

VI. AWARDS AND DISTINCTIONS

§ 21

1. A student with outstanding results in the learning process or for other specific achievements, may receive the following:
 - 1) Minister of Health scholarships for outstanding achievements,
 - 2) Awards funded by state institutions, scientific societies, social organizations and other entities, in accordance with the regulations in force in this regard,
 - 3) Awards granted by:
 - a) the Rector,
 - b) the Dean,
 - c) the Students' Self-Government
2. Scholarships and awards, as referred to in item 1.1-2 shall be granted in accordance with the provisions in force.
3. The Senate may establish other forms of rewarding outstanding students.

§ 22

1. The Rector's Honorary Diploma is granted to graduates who meet all of the following conditions:
 - 1) they have completed their studies within the period referred to in the plan and program of study, whereby the period of the leaves mentioned in Section 23 Item 1 shall not be included in the period of study,
 - 2) they have received an average grade in the examinations of not less than 4.75,
 - 3) they have received very good grades for their Master's or Bachelor's theses and examinations - if required.
2. An application to grant an honorary diploma shall be submitted by the Deans.



3. The graduates, who have received the Rector's Honorary Diploma, are entered in the Golden Book of Graduates of the Medical University of Białystok.

VII. LEAVES, ABSENCE JUSTIFICATION

§ 23

1. A student shall have the right to take a leave:
 - 1) in the case of a long-term illness, confirmed with medical documentation,
 - 2) due to important random circumstances,
 - 3) in relation to being delegated to studies or practical training abroad,
 - 4) in the case of childbirth or caring for their child,
 - 5) in connection with national or foreign travels, organized by the University or student and youth organizations,
 - 6) without giving any reason, the student may be granted leave on the request submitted no later than by 15 September, upon successful completion of a year.
2. The request for a leave should be submitted to the Dean within 14 days since occurring of the circumstances which justify it, with the exception of the circumstances as referred to in item 1.6.
3. Upon completion of a long-term leave, the student may be allowed study in the classes after presenting a confirmation issued by an occupational medicine physician about their ability to continue studying,
4. A Student may be granted long-term leave for the period of one semester or one year.
5. A pregnant student and a student who is a parent can get a permit for a leave from classes with the possibility of initiating the verification of the learning outcomes obtained, as outlined in the study program.
 - 5.1. A student who is a parent applies for leave, referred to in item 5, within 1 year from the day of birth of the child.
 - 5.2. The leave referred to in item 5:
 - a) is granted to a pregnant student for the period up to the childbirth date,
 - b) is granted to a student who is the parent for the period of up to 1 year
- with the exception that if the end of the leave falls during a semester, the leave may be extended until the end of the semester.
6. The long-term leave shall be confirmed by the Dean in the form of an entry in the University IT system.

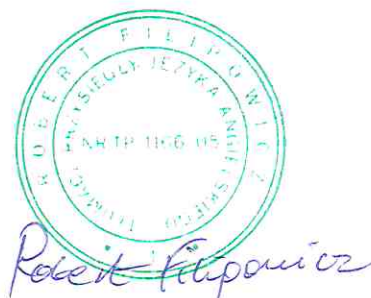


7. Throughout the whole period of study, the student may be granted a long-term leave twice only.
8. During the period of leave, the student still maintains student rights.
9. The student may, with the consent of the Dean and the head of the educational department, participate in classes of the selected subjects and access credits and examinations. An application for consent must be submitted together with the leave application. The application must be accompanied by the consent of the head of the department where the classes, tests or examinations are conducted. If consent is obtained, the participation in classes and accession to credits and examinations is carried out in accordance with the rules applicable to the students in course of study.
10. The Dean may justify the absence from classes for the reasons given in item 1.2-6.
11. In the case of a student, who has been granted a long-term dean's leave during the academic year, all the previous examinations, and credits for this year or non-completion/non-admission to the examination/unsatisfactory grades, are included in the student's results of education in accordance with the rules applicable to the students in course of study.

VIII. SUCCESSFUL COMPLETION OF STUDIES

§ 24

1. A graduate receives a diploma certifying the completion of studies, confirming achievement of the relevant professional title, along with a supplement and their 2 copies, including at the request of the graduate - their copy in a foreign language.
2. A model diploma shall be approved by the Senate.
3. The conditions for obtaining a diploma certifying the completion of studies and the relevant title are:
 - a) obtaining the learning outcomes specified in the study program,
 - b) completion of all the classes and practical training,
 - c) passing the examinations provided for in the plan of study,
 - d) passing the diploma examination – if it is provided for in the study program,
 - e) award of a passing grade for the thesis – if it is provided for in the study program
4. The date of completion of studies is:
 - 1) for the medical and dental courses – the date of obtaining the last credit or passing the last examination provided for in the study program,



- 2) for the course of pharmacy – the date of completing the last practical training provided for in the study program,
 - 3) for the first degree, second degree and the uniform Master’s studies at other courses – the date of passing the diploma examination.
5. A student must provide all the necessary documents to have their diploma issued within 14 days of completing the studies.
 6. The diploma examination on the first degree studies consists of the Bachelor's examination and the defense of the Bachelor's thesis, if such a thesis is required at a given course; whereas a student of the second degree studies or the uniform Master’s studies this examination consists of the Master’s examination and Master’s thesis defense.

Bachelor's and Master’s thesis

§ 25

1. The students prepare their Master’s thesis under the supervision of an authorized university teacher or a specialist from outside the University, holding at least the scientific degree of the PhD.
2. The students prepare their Bachelor's thesis under the supervision of an authorized university teacher or a specialist from outside the University, holding at least the scientific degree of a Master or a physician.
3. The subject and the place of preparing the Master’s or Bachelor's thesis should be fixed during the penultimate year of study.
4. The determining of the scope of Master’s or Bachelor's thesis is coordinated by the Dean, taking into account the didactic load of the departments, in which the work is carried out, and is approved by the Faculty Council.
5. A thesis created for/with a scientific circle of students may be considered as a Master’s or Bachelor's thesis.
6. The assessment of the Master’s or Bachelor's thesis is performed by the supervisor/promoter and one reviewer. In the event of any discrepancies in the assessment of a thesis, the Dean decides whether the student is to be admitted to the final examination. For this purpose, the Dean may consult another reviewer. To the reviewers shall apply the provisions of item 1 or item 2 respectively.
7. The Bachelor's and Master’s theses written created at Faculties shall be subject to an anti-plagiarism procedure specified in provisions of the Act.



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§ 26

1. If the given study course or specialization requires submitting a Master's or Bachelor's thesis, the student is obliged to defend their Master's or Bachelor's thesis by 10 July. The students have the obligation to submit their theses, signed by the supervisor/promoter, no later than 2 weeks before the defense date.
2. The Dean, at the promoter's or student's request, may extend the deadline for the submission of the Master's or Bachelor's thesis in the following cases:
 - 1) the student has a long-term illness confirmed with a relevant medical certificate,
 - 2) it is impossible to prepare a Master's or Bachelor's thesis on time for reasons beyond the control of the student (e.g. breakdown/crash or lack of adequate testing equipment necessary to write the thesis, no access to source materials).
 - 3) implementation of student's internship
3. The time limit for submission of a thesis in these cases may be postponed until 15 September of a given year at the latest.
4. In the event of a long absence of the promoter supervising the Master's or Bachelor's thesis, which could delay the submission of the thesis by the student, the Dean is obliged to designate a person who shall take responsibility of supervision of the work. Changing the promoter during the last 6 months before the date of graduation, may give rise to an extension of the period in which to submit the Master's or Bachelor's thesis under the rules referred to in item 2.

Master's and Bachelor's examination

§ 27

1. The condition for admission to the Master's or Bachelor's examination is:
 - 1) completion of all the subjects and practical training as provided for in the study program, including in the plan of study, and, in the case of the first degree studies at the Faculty of Health Sciences – passing an examination of vocational preparation,
 - 2) obtaining – at least - the satisfactory grade for the Master's or Bachelor's thesis.
2. The Master's or Bachelor's examination, in a form enabling the examiners to check the knowledge and skills acquired throughout the whole study period, is carried out before a commission appointed



by the Dean. The Commission shall be composed of the following members: the president, the thesis supervisor/promoter and the reviewer, acting also as the examiner. The President of the Commission may be the Dean, Deputy Dean or a university teacher designated by the Dean, with a PhD degree at least.

3. The examination should take place no later than on 10 July.
4. In the case of extending the deadline for the submission of the Master's or Bachelor's thesis, as referred to in Section 26 item 2 hereof, or where a student is required to re-sit the session, the examination should take place until 30 September.

§ 28

1. The Master's or Bachelor's degree examination may be oral or written. The examination may consist of the theoretical and practical parts.
2. When evaluating the results of an examination, the grades mentioned in section 14 item 1 shall apply.

Master's and Bachelor's thesis defense

§ 29

1. A condition for accepting a Master's or Bachelor's thesis is passing the Master's or Bachelor's examination.
2. A student shall present the arguments of their Master's or Bachelor's thesis before the commission referred to in Article 27 item 2 and persons interested in the given subject.

§ 30

At the request of a student or a thesis supervisor/promoter expressed within 7 days prior to the specified date of the examination and defending the thesis, the Dean establishes an open Master's or Bachelor's examination and thesis defense.

§ 31

1. In the case of award of unsatisfactory grade in the diploma examination (Master's or Bachelor's degree) or the defense of a Master's/Bachelor's thesis or an unjustified non-appearance at this examination or thesis defense on the set date, the Dean shall appoint another date as the final one. The new diploma examination or defense may not be held later than on 30 September.



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2. Should non-appearance at the diploma examination or Master's/Bachelor's thesis defense be justified, the Dean shall set a new date of the examination or defense of the thesis. The diploma examination and defense of the thesis are then treated as taken on due date. A justification document should be submitted to the Dean's Office until 10 July. If the justification is accepted, the Dean shall set a new date of the diploma examination or defense of thesis. The diploma examination or defense of thesis is then treated as passed in good time.

The average grade for the studies

§ 32

1. The bases for calculating the final result of studies which require submitting a Master's or Bachelor's thesis are the following:
 - A) the arithmetic mean of the final grades of all the subjects, in accordance with Section 14 item 1 hereof,
 - B) the Master's or Bachelor's thesis grade, including a defense of the thesis,
 - C) the grade for the Master's or Bachelor's examination.

The result of study is calculated according to the formula: $\frac{A}{2} + \frac{B}{4} + \frac{C}{4}$

2. The final result of the studies at the Medical Faculty with the Division of Dentistry and Division of Medical Education in English in the framework of the courses which do not require submitting a Master's or Bachelor's thesis, is calculated as in item 1.A.
3. The final result of the studies at courses which do not require submitting a Bachelor's thesis is calculated in accordance with the formula:

1. $\frac{A}{2} + \frac{B}{4}$

1. $\frac{A}{2} + \frac{B}{4}$

A - arithmetic mean of the final grades in all subjects, pursuant to Section 14 item 1,

B - the grade for the Master's or Bachelor's examination

4. The final result of study shall be determined by the rounding of the arithmetic mean in accordance with the principle:



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- up to 3.50 satisfactory (3)
- 3.51 – 4.50 good (4)
- 4.51 plus very good (5)

5. The rounding up to the full grade applies only to the entry in the diploma, while in all the other certificates the actual result of studies as set out in item 1 shall apply.

**IX. SCOPE AND METHOD OF DOCUMENTATION
OF THE COURSE OF STUDY**

§ 33

The course of studies shall be documented in:

- 1) examination protocols,
- 2) student’s periodic achievement cards
- 3) the University IT system

§ 34

The completion of studies shall be documented in:

- 1) the University IT system,
- 2) the register of student diplomas,
- 3) the diploma examination protocol
- 4) the register of students

President of the Parliament of Students

Rector

.....

prof. dr hab. Adam Krętownski

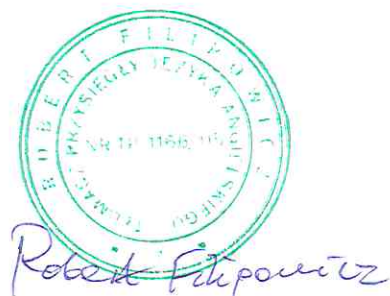


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REGULATIONS OF THE INDIVIDUAL OF STUDIES

I. General remarks

1. Individual studies at the Medical University of Białystok (the University) are implemented in the form of the so-called Individual Course of Studies (Polish abbreviation: ITS) and Individual Organization of Studies (Polish abbreviation: IOS).
2. The Individual Course of Studies is a form of extended education of the particularly talented students within the scientific specializations and teaching skills chosen by these students.
3. The Individual Organization of Studies is a form of the individual basic education of the students, who due to random or other important reasons cannot implement the standard plan of study.
4. Individual studies are created in order to meet the needs and aspirations of the students for whom the standard study program, including the plan of studies, impedes the implementation of the basic skills or broadening of the knowledge in the specialization chosen.

II. The organization and study program

1. The Individual Studies are organized and supervised by the Dean of a relevant Faculty.
2. The IOS can be implemented in all the years of studies. Consent for the implementation of IOS granted to a pregnant student, or a student who is a parent, is only possible in the case of full-time studies.
3. The ITS can be implemented: in the case of the uniform Master's studies from the third year of study, in the case first degree and second degree studies - starting from the second year of study, with the exception of the period of practical training. In specific cases, the ITS may be implemented earlier.
4. Apart from the classes provided for in the study programs, the ITS program also includes additional classes designed to:
 - a) extend the scope of theoretical knowledge and practical skills in the selected specializations,



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- b) teach the basic elements of methodology of research and teacher training.
5. The implementation of the study program as referred to in item 4 consists in involving the student in the research and teaching activities of the organizational unit of a faculty, the Student Science Society as well as the participation in the scientific societies' meetings but also training courses and other courses organized by the University.
 6. The Dean allocates a tutor chosen from among the university teachers working in the discipline selected by the student for each student attending the Individual Course of Study. The tutor should at least have a doctoral degree and in clinical areas at least first degree of specialization. One tutor may not have more than 2 students under their care. Owing to fulfilling this role, the tutor taking care of a student attending the ITS, shall be entitled to 20 hours of the teaching load (care of two students - 40 hours).
 7. The ITS and IOS may not affect the extension of study and increase the cost of course.
 8. The students who study in the form of the ITS may shorten the time of classes provided that they have achieved the education effects and obtained the required ECTS credits.
 9. The form and implementation of each of the individual subjects shall be defined by the head of the educational department in agreement with the tutor and the Dean.
 10. The tutor shall draw up, and the Dean shall approve a detailed annual classes program for the student attending the ITS.
 11. The tutors of students attending an individual study program, including a plan of study, are accountable for implementing the program to the Dean.
 12. The tutor shall submit detailed information and assessment of progress achieved by an ITS student to the Dean by 15 September of each year.
 13. A student implementing the ITS program has the right to attend the classes with any student group at any time (as agreed with the manager of the educational department), in so far as this does not contravene internal regulations on numbers of students in groups.
 14. The ITS students should have the option of obtaining credits and taking examinations within the time limits agreed with the examiners (not necessarily



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in the examination session, but no later than during the examination session which is provided for the examination).

15. At the end of examination sessions, the Dean College shall analyze the results achieved by the ITS students. In duly justified cases, the Dean may deprive a student of the right to continue their studies in the ITS.
16. Giving credit for (completion of) individual studies takes place every year on the basis of the student's documentation, the opinion of the tutor and the opinion of the Dean College. The Dean shall declare the studies as completed.

III. Enrolling for the ITS

1. The enrollment for the Individual Course of Studies (ITS) is performed at the end of the particular year of studies, taking into account the conditions listed in chapter II item 3.
2. The candidates for the ITS should meet the following conditions:
 - a) they should have good grades (the average of all grades obtained in examinations should amount to at least 4.50, calculated in accordance with the provisions set out in the Regulations; or laureates of the Diamond Grant),
 - b) active scientific research supported by the recommendation of a future tutor (included in the application submitted in writing).
3. The candidates shall submit applications for the ITS to the Dean's Office of the relevant faculty.
4. The applications should be submitted by 5 September.
5. The qualifications for the ITS shall be carried out by the Dean College, who take into account the above mentioned requirements which the candidate should fulfill.
6. The Dean shall issue decisions about admitting or not admitting the student to the ITS.

IV. Recruitment for the IOS

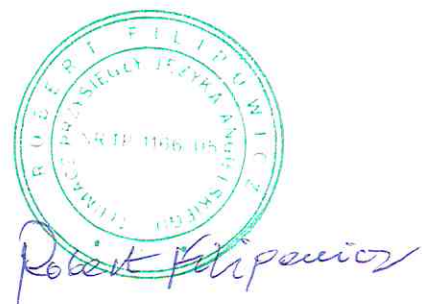
1. The applicants may apply for the IOS on the basis of the following documents:
 - a) medical certificate which explains the lack of capability to study in the regular mode, in the case of pregnant students - a document confirming pregnancy, and in the case of students who are parents - a document confirming parenthood and age of the child



- b) an application with a description of other important random causes along with the attached documentation confirming the lack of opportunity to study in the ordinary mode
 - c) approval of the Faculty Commission for the Learning Outcomes confirming those learning effects,
 - d) *(deleted)*,
 - e) the child's birth certificate.
2. The students conditionally admitted to a year of study and those repeating a subject or year may not apply for the IOS in the given academic year.
 3. The applicants shall submit applications for the IOS to the Dean of the appropriate faculty until September 15 of a given academic year. The term indicated in sentence 1 does not apply to pregnant students and applications of students who are parents of the child, submitted within 1 year from the day of child's birth.
 4. The application should include a proposal to implement classes according to IOS for a given academic year.
 5. The qualifications for the IOS shall be considered by the Dean College who take the above requirements for a candidate into account.
 6. The Dean issues decisions on the acceptance or non-acceptance of a student at the IOS, specifying the conditions of the IOS.
 7. In the case of an unintended event during the academic year, the provisions of points 4-6 shall be applicable. In particularly justified cases, it is possible to qualify for IOS during the academic year, applying the rules set out above, respectively. In this case, the candidate must additionally in the application justify the inability to comply with the date indicated in the first sentence of item 3.

V. Final remarks

In the last year of studies, the ITS students may participate in teaching classes as assistants-interns.



.....
date request received

REQUEST
for a permission to study in the Individual Course of Studies (ITS)

Dean of the Faculty of
at the Medical University of Bialystok

First name and surname:

Year of study: course: student no.:

Please, accept me at the ITS in the academic year:

Substantiation:

.....
.....
.....

I have attached the following documents:

- 1. Recommendation of the manager of the educational department
- 2. ITS program

.....
Date and signature of applicant

Average grade confirmation

Mr. /Ms. has acquired at the previous course of study the average grade:

.....
Signature and stamp of the Dean's Office employee

Opinion of the tutor

.....
.....

.....
signature

Decision of the Dean

.....

.....
signature and stamp



.....
Date request received

REQUEST
for a permission to study in the Individual Organization of Studies (IOS)

Dean of the Faculty of
at the Medical University of Bialystok

First name and surname:

Year of study: course: student no.:

Please, accept me at the IOS in the academic year:

Substantiation:

.....
.....
.....

I have attached the following documents:

.....

.....
date and signature of applicant

Decision of the Dean

.....
.....

=END OF TRANSLATION=

I, ROBERT FILIPOWICZ, hereby certify that I translated the attached document from Polish into English and that, to the best of my ability, it is a true and correct translation. I further certify that I am competent in both Polish and English to render and certify such translation, which is confirmed by an entry in the register of sworn translators held by the Ministry of Justice.

In witness whereof, I have signed my name and affixed my seal in my office in Bialystok this eighth day of September 2020.

File No. 1888 / 2020



Robert Filipowicz